

5007 - POLICE COMMANDER

NATURE OF WORK

This is highly responsible supervisory and complex protective service work directing and controlling a specialized administrative operation within the Administration Bureau of the City's Police Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Writes memoranda, prepares or reviews and approves reports, personnel orders, general orders and other items related to staffing, recruitment and personnel management (both civilian and sworn), information processing equipment and support needs, other administrative needs and issues.

Consults with the City's central personnel staff to process hires, resignation, consent decrees and other human resource management tasks.

Reviews all background files.

Responds to inquiries concerning job openings, the recruitment process, the status of an application and other questions and requests for information and complaints from the general public and from within the department.

Conducts internal investigations interview personnel, collecting evident and preparing report with recommendations for action.

Oversee performance evaluation process for entire department.

Reviews all requests for equipment and supplies meeting with vendors and making decisions; creates and implement plans for improving the department's information system.

Assists in developing operating budget for personnel and court operations and monitors during the fiscal year.

Oversees Off-duty, Confiscations, Payroll and Court Liaison offices.

Assists in formulating and implementing police policy procedures, rules, regulations and programs.

Prepares and reviews operational and administrative reports.

Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement, as directed by the Chief of Police.

Evaluates the work of subordinates.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the procedures, practices and proper methods of modern police administration with special reference to patrol, investigation and training activities.

Thorough knowledge of Off-duty policies and procedures.

Thorough knowledge of the rules and regulations of the Police Department.
Thorough knowledge of applicable federal and state laws and City ordinances.
Thorough knowledge of the modern methods and practices of crime prevention and criminal investigations and identification.
Considerable knowledge of the literature of police administration with particular reference to the field of assignment.
Considerable knowledge of the use of police records and their application to the solution of police problems.
Skill in the use and care of firearms and related police equipment.
Demonstrated ability to command the respect of officers and to assign, direct, and supervise their work.
Ability to maintain or supervise the maintenance of adequate police records and vehicular and technical equipment and to prepare clear and definitive reports of activities.
Ability to analyze, prepare and present in written form, fiscal needs for incorporation into the annual budget request for the department.
Ability to express ideas clearly and concisely, both verbally and in writing, to individuals or to groups.
Ability to establish and maintain effective working relationships with departmental officials, City officials, other City employees, officials of other agencies, professional groups, and the general public.

MINIMUM REQUIREMENTS

Graduation from college with a Bachelor's degree in law enforcement, public administration or related areas and considerable experience in protective services including work in the administrative and support function for a police department. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have physical capability to pass police physical agility entrance tests. Must have physical capability to run, walk, and climb over rough and unfamiliar terrain, fences and other obstacles for extended periods of time; to bend, accessing attics, crawl spaces, and other recesses of buildings; operate motor vehicle for long periods of time; to subdue persons resisting arrest; to move a disabled or combative individual. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment.

SUPERVISION RECEIVED

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Work is reviewed by the Police Division Major or other administrative superior to whom incumbent is responsible, through conferences, reports, meetings, and observations. Employees in this classification carry out their responsibilities with considerable latitude to exercise sound technical and command judgment.

SUPERVISION EXERCISED

Directs, supervises and is held accountable for the activities of personnel working within assigned function.

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